

**North Carolina Department of Health and Human Services
Division of Aging and Adult Services**

Michael F. Easley, Governor
Carmen Hooker Odom, Secretary

Karen E. Gottovi
Director

DAAS Administrative Letter No. 05-13

To: Area Agency on Aging Directors
Nutrition Service Providers

Subject: Home Delivered Meal Clients Reassessment Revision

Date: November 29, 2005

This memorandum is to serve as notification of the revision of the home delivered meal participant reassessments requirement under the NC Division of Aging and Adult Nutrition Service Standards. In an effort to address increasing energy costs, reassessments of home-delivered meal clients may be conducted via telephone rather than a mandatory in-home visit if the agency determines that the client's condition and their circumstances are stable. Below is the assessment revision with applicable definitions of terms. When in doubt the agency should contact their Area Agency on Aging or the DAAS for guidance.

Effective immediately:

*An initial written assessment must be conducted in the home of the home-delivered meal client. A reassessment must be documented at least every 6 months thereafter unless the client is receiving services under temporary status. The agency is not required to but may reassess home-delivered meal clients who meet the following criteria by documenting a **telephone reassessment during every other 6-month review so long as an in-home reassessment is conducted every 12 months:***

- *Client is medically stable.*
- *Client has a caregiver or a stable source of social support involved with the client's nutritional health when the nutrition program is not in operation.*

Clients who do not meet these criteria must be reassessed in the home every 6 months to assure that they continue to be eligible for home-delivered meals and have dietary needs that can be met by the program.

Definition of Terms

“Medically Stable” means physical or mental adaptation to previously recognized health problems with effective maintenance by diet, medication, routine physical exercise, other therapies, or a combination of these remedies.

“Medically Unstable” means a recent acute illness or complications of a chronic condition that are not physically or mentally controlled by diet, medication or physical exercise or other therapies, and which require frequent monitoring and testing by skilled professionals.

Please feel free to contact Audrey Edmisten, DAAS Nutrition Program Consultant, at 919-733-0440 if you have questions/concerns.

Sincerely,

Karen Gottovi
Division of Aging and Adult Services, Director

CC: DAAS Staff